

Reports 3

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Assistant to DCI

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DDA Memo, 4 Apr 77

Director of Training

Auth: DDA REG. 77/1763

Date: 31/01/78 By: 008**Weekly Summary Report****(Combined Report for Weeks of 20 and 27 April)**

1. Estimated requirements from all components of the Agency for language, area, and external training indicate an increase of 650 training requirements for Fiscal Year 1956 and a decrease of \$26,500 in the over-all costs of the program. The savings are a direct reflection of the increased capacity of OTR to provide language instruction internally and to use governmental and other external facilities more efficiently and economically.

2. The U. S. Air Force has named 16 students to be enrolled in the special six-week Air Force training program which the Office of Training will begin on 31 May. The students will be given psychological testing and results of the test will assist the Air Force in selecting their assignments upon completion of training.

3. OTR's language proficiency tests continue to pile up proof that knowledge and skill in a language deteriorate unless it is actually used on the job or in some form of refresher training. In two or three years students who have made acceptable progress in the language and who have not been required to use it lose as much as fifty percent of their skill. Continued activity beyond that period diminishes their knowledge and skills below any functional competence. All supervisors are being urged to support refresher training and practice in the language for those in whom this expensive training investment has been made.

4. Dr. Sherman Kent's presentation at the latest National Intelligence Orientation, "The Need for an Intelligence Literature," will constitute the lead article in Volume 1, Number 1, of the series called Studies in Intelligence which is being sponsored by the Office of Training. The series will include contributions from professional personnel throughout the Agency on various subjects related to the doctrine and methodology of intelligence activities.

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6. OTR continues to plan with the PP Staff for a new course in Clandestine Economic Warfare Operations despite the fact that the PP Training Officer believes there are no current requirements for such a course. The new course is being developed because the one prepared several years ago--and never taken by a single student--is now obsolete.

7. OTR is helping the Comptroller develop a handbook for case officers on financial aspects of foreign intelligence operations. Research centers on case studies and other suitable source material in OTR and DD/P.

8. On 19 May the Director of Training will present certificates of membership in the Career Staff to 86 members of OTR.

9. Two staff studies on unresolved problems of OTR are now being coordinated for submission to the Director. The first recommends approval of a revised statement of mission and functions of OTR and the conduct of surveys throughout the Agency to determine the status of the Agency's training effort as a whole. The second describes the serious shortages of qualified experienced instructors in the Operations School, with the consequences to the Agency's total effort if these vacancies are not filled. It proposes a definite phasing by months of DD/P people into OTR rather than a blanket requirement for immediate assignment of enough people to fill the vacancies.

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- 2 -

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10. At the request of the Department of State, OTR will again present a special orientation on CIA overseas activities to selected Foreign Service Officers graduating on 14 June from The National War College. The five-day program will closely resemble the one offered in June 1954.

11. As of 27 April, 181 students were enrolled in part-time internal language training programs and 76 in self-study language training. The Language Laboratory was used for a total of 625 hours during the past week.

12. Complimentary copies of "Africa Today," edited by C. Grove Haines, have been received by the Office of Training and disseminated to the DCI, DDCI, DD/P, DD/L, DD/S, IG, and the CIA and OTR Libraries. This publication is a collection of the most important papers presented at the one-week conference conducted last summer by the School of Advanced International Studies. Students enrolled in this summer seminar will receive copies upon request.

13. Staffing patterns and grade structure for the proposed Action Cadre are being worked out with Personnel.

14. OTR has prepared 14 training kits which include area background reading, to help clerical personnel become familiar with the area to which they are assigned. The one on the Western Hemisphere includes 40 items.

15. Three Office of Scientific Intelligence students who recently took the Guided Missile Familiarization Course received particularly enthusiastic evaluations of their performance from the Bureau of Ordnance, Navy Department.

16. Fifteen Junior Officer Trainees are scheduled for the Clandestine Methods and Techniques course beginning 31 May. Upon completion of the course, they will be assigned to DD/P.

Two JOTs have returned from the Near East, having completed a two-year full-time intensive area-language training program. Both expressed satisfaction with the results of this training and are eager to return to duty assignments in that area.

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17. Only four advance accounts of OTR personnel remain delinquent. One is being settled by deduction from pay, and the other three require administrative review.



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for **MATTHEW BAIRD**

cc: DD/P
DD/I
DD/S

Orig. & 1 - Addressee
1 - DTR (yellow)
3 - PPS/TR

MB: lhc
(ccs/-H.T.C.)

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